



Sr. Office Specialist: Responsible administrative work in conducting business operations of a department. Responsible for info on flood zones, maintains payroll, purchase orders, account balance and prepares reports. Answers telephones, direct calls and performs record searches, maintains departments' supplies, and processes purchase orders.

Required: HS diploma, GED, including or supplemented by course work in typing, computers, and business subjects; considerable experience in office or any equivalent combination of training & experience.

Open until filled. To obtain application package contact Town of Lauderdale-By-The-Sea, HR Dept., 4501 Ocean Dr, LBTS, FL 33308 (954) 776-0576 or fax request to 954-776-1857 or e-mail kathy@lauderdalebythesea-fl.gov. EOE, M/F/D/V. DFWP.